

Total Workforce Management Services (TWMS) Quick User Guide

Pre-Recruitment Management



Periodic updates to the Pre-Recruitment tool may not be reflected in this document.

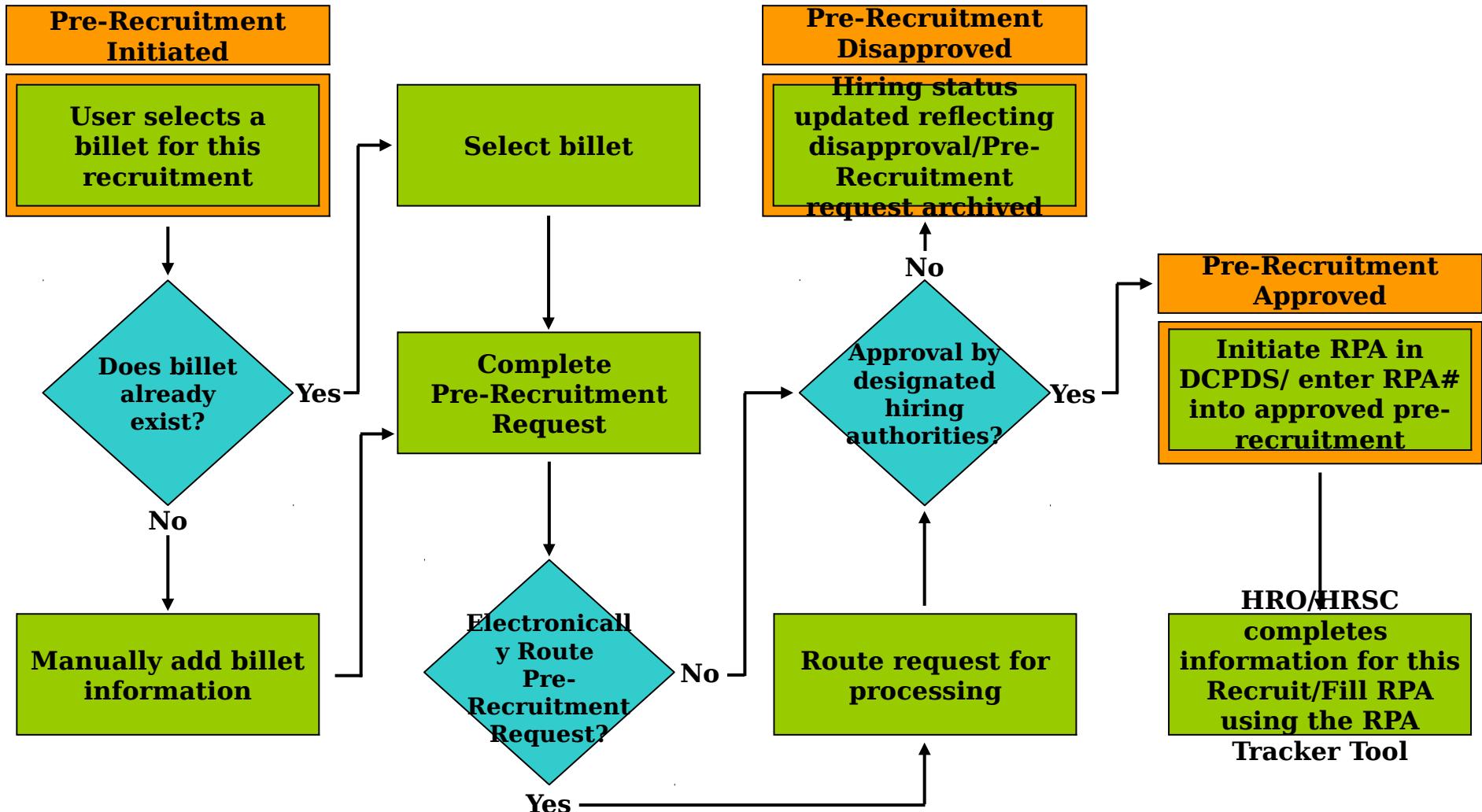
February 2013

Managing Your Pre-Recruitments in TWMS

The Pre-Recruitment tool in TWMS allows you to view prospective recruitments, create a new recruitment worksheet, and to define the routing for who should be notified of a new recruitment request.

- The Pre-Recruitment tool in TWMS was adapted to:
 - Facilitate the standardized reporting required by OCHR
 - Consistently apply the same hiring considerations across the DoN
 - Provide the same decision-making information required by designated hiring authorities
 - Help achieve OPM's hiring process "cradle to grave" target timeline of 80 days
- Routing sheets, if implemented, should generally include personnel from:
 - Manpower
 - Business Office
 - Financial Management
 - Human Resources

Pre-Recruitment Workflow



Accessing the Pre-Recruitment Module

TWMS gathers all the information necessary to decide whether to authorize the hiring of a new position or of an existing position previously filled by another employee. There are particular fields that are required by OCHR in this Pre-Recruitment process. Additional features, such as routing the Pre-Recruitment “package” are optional and can be used in parallel to any meetings or discussions where hiring decisions are made.

To access the Pre-Recruitment module in TWMS*:

From the Home Page click on the **Tools/Function** button on the Actions Menu.

2. From Tools/Functions choose the **Pre-Recruitment Management** button located under the Workforce Management Tools header.
**You must have the appropriate permissions to view and/or edit Pre-Recruitments.*



Accessing the Pre-Recruitment Module

The Pre-Recruitment Manager main window is now displayed. This window contains three tabs. The first tab, "Search Requests", is the default view and displays all Pre-Recruitment requests within your scope of access that have already been created. The second tab, "New Recruitment", allows you to initiate a Pre-Recruitment for an employee within your scope of access. The third tab, "Default Routing", allows you to create and manage the default routing of Pre-Recruitments and will be discussed first.

This form has three tabs.

You can change the status of the Pre-Recruitments you want to display.

A list of Req#s already created will be listed here.

Req#	SMC	UIC	ORG	BIN	Title	PP-Sers-Gd	RPA#	Hiring Manager	Status	Submitted By	Submitted Date
2012-72	YY	DEMO2	N00D		Database Programmer	WG-5803-10	--	LEROY KANE	New Request	MANAGER.DEMO	02/15/2012
2012-146	DEMO1	N6	DEMO002		HARDWARE SPECIALIST	IG-0301-00		EDGAR CAYCE	In Routing	PATTY.KLINE	07/26/2012
2012-229	DEMO1	N62	DEMO108		Network Engineer	WS-803 -10			New Request	TRAINING.ADMIN	09/19/2012
2012-71	DEMO1	N61	DEMO106		STAR FLEET COMMANDER	--05			New Request	MANAGER.DEMO	02/15/2012
2012-142	DEMO1	N4	DEMO001		test	--			New Request	RICHARD.MARTIN	07/18/2012
2012-70	DEMO1	N00			WEB APPLICATION SPECIALIST	CS-0000-00			New Request	TRAINING.ADMIN	01/30/2012
2012-143	DEMO1	N62	DEMO101						New Request	RICHARD.MARTIN	07/23/2012

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Creating a Pre-Recruitment Routing Template

Routing chains used to approve all Pre-Recruitments are created and maintained in TWMS. All routing chains have the following attributes:

- Are associated with one UIC and at least one Org Code
- Contains a list of approver names and email addresses along with the specific role of each
- Are not sequenced in any manner as all approvers receive information regarding the pre-recruitment simultaneously

Together, these attributes create a routing chain ‘template’.

Creating a Pre-Recruitment Routing Template

Selecting the Default Routing tab will display all the existing routing templates for the UICs and Org Codes within your scope of access. Here you can search for a specific routing template or sort them by UIC or Org Code. You can also view the members of each of these existing routing templates or delete the entire routing template.

To create a routing template*:

1. Click the **Default Routing** tab.
2. Click the **Add New** link.

Manage Default Routing

Search Recruitments | New Recruitment | **Default Routing**

Search:
UIC Org Code
 Add New

(41) records found.

UIC	Org Code	No. of Members	
00010 ADMIN OFF NAVY DEPT	*	0	View Members • Copy • Delete
00025 NAVFACENGCOMHQ WASH DC	*	1	View Members • Copy • Delete
00039 COMSPAWARSSYSCOM SAN DIEGO CA	*	1	View Members • Copy • Delete
00052 CDR NAVY INSTALLATIONS COMMAND	N6	3	View Members • Copy • Delete
00052 CDR NAVY INSTALLATIONS COMMAND	N62	3	View Members • Copy • Delete
00052 CDR NAVY INSTALLATIONS COMMAND	N62A	1	View Members • Copy • Delete
00052 CDR NAVY INSTALLATIONS COMMAND	N622	1	View Members • Copy • Delete
00242 NAVY REGION SOUTHWEST	N6	1	View Members • Copy • Delete
00246 NAVAL BASE CORONADO	N932	1	View Members • Copy • Delete
00620 NAS WHIDBEY ISLAND WA	N32	2	View Members • Copy • Delete
00639 NSA MID SOUTH MILLINGTON TN	*	0	View Members • Copy • Delete
09697 COMNAVREG SE	N11	1	View Members • Copy • Delete
3049B COMNAVREG EURAFSWA NAPLES	*	3	View Members • Copy • Delete
3207B QUAL OF LIFE PM SF NEW LONDON	*	1	View Members • Copy • Delete
40083 NFEC MW GREAT LAKES	BD3	0	View Members • Copy • Delete
40085 NFEC MIDLANT NORFOLK VA	00	1	View Members • Copy • Delete
40535 NAVSTA GLAKES SEC DET	N6	0	View Members • Copy • Delete
45615 NAVFAC OPSUP/FLD WASH DC	*	1	View Members • Copy • Delete
61040 COMNAVREG MIDWEST	N1	2	View Members • Copy • Delete
61040 COMNAVREG MIDWEST	N13	0	View Members • Copy • Delete
61040 COMNAVREG MIDWEST	N7	0	View Members • Copy • Delete

*You must have the appropriate permissions to create and/or edit pre-recruitment routing templates.

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Creating a Pre-Recruitment Routing Template

You must select a UIC and, at minimum, one Org Code in order to create a routing template. All pre-recruitment requests belonging to this selected UIC and Org Code will be routed for approval using the routing template created in these steps.

3. Click the **Select** button to find the UIC.
4. Only UICs within your scope of access will display. If you don't see the UIC you want to select then you can page through the list of UICs or enter the UIC or Command Name and click **Search**.
5. Click the **Select** link next to the UIC you want to create a routing template for.

Add New

UIC Select

Org Code

Enter an asterisk (*) for all Org Codes in a UIC
If a UIC has multiple routes where one is a wildcard, the routes with a real matching org code will override the wildcard route.

Create

Search:

UIC	Command Name
DEMO1	
00052	CDR NAVY INSTALLATIONS COMMAND
00242	HHA REGION SOUTHWEST
00246	NAVAL BASE CORONADO
00950	NCTAMS PAC WAHIAWA HI
3049B	COMNAVREG EURAFSWA NAPLES
30588	NCTAMS PAC DCS WAHIAWA HI
35177	NCTAMSPAC COCOM DET
39133	MAKALAPA TCF PEARL HARBOR HI
39255	TSCOMM DET KANEOEHI
40132	NIOC HAWAII/PRNO
42233	USCINCPAC CMD CTR COMM SUPP
45627	NAVAIRTERM NORFOLK DET OCEANA
47701	GCCS SUPPORT DEPT
61054	COMFLTACT YOKOSUKA JA
66001	SPAWARSYSCEN PACIFIC
68742	COMNAVREG NORTHWEST
Select DEMO1	COMMANDER, NAVY APPLICATION DEMO COMMAND
Select DEMO2	COMMANDER, NAVY APPLICATION DEMO COMMAND #2
Select KTR52	CDR NAVY INSTALLATIONS COMMAND UNASSIGNED CONTRACTORS

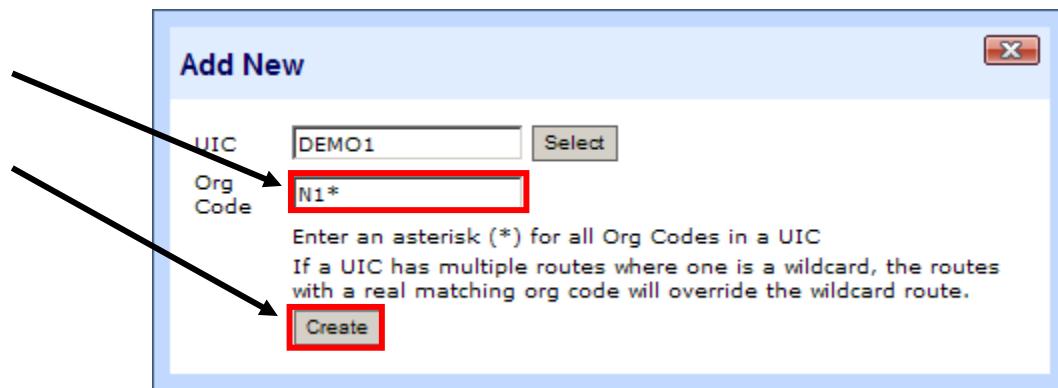
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Creating a Pre-Recruitment Routing Template

You can choose to have all of the Org Codes within the selected UIC use this routing template or you can select one Org Code or several Org Codes (using the wildcard “*”) to use this routing template.

6. Enter the Org Code you would like to include for this routing template.
7. Click the **Create** button.

Note: If you enter N1 for the Org Code then this routing template will, for example, apply to N11, N111, N12, N13, etc. If you also create another routing template specific to Org Code N13 then this routing template will NOT be used by the routing template for the Org Code N1*.*



Creating a Pre-Recruitment Routing Template

A new tab, “Manage Route Members”, is now available and is automatically displayed for you. There are no restrictions to the employee types you can select from when choosing an approver but they must have a record in TWMS.

The header displays the UIC and Org Code(s) of this routing template.

8. Click the **Add an Approver** link.
9. Enter part of the Last Name and/or First Name and then click **Search**. The more information you provide the faster the search results. Use the other fields to further narrow your search results.
10. Click the **Select** link next to the name of the approver you want to include in this routing template.

The screenshot shows the "Manage Route Members" interface. At the top, the header displays "Manage Route Members - UIC: DEMO1 ORG: N1*". Below the header, there are four tabs: "Search Recruitments", "New Recruitment", "Default Routing", and "Manage Route Members". The "Manage Route Members" tab is highlighted with a red box and has a black arrow pointing to it from the text "This new tab is displayed.". Below the tabs, a message "(0) records found." is displayed. A table header row includes columns for Name, Email, Role, Assigned UIC, Assigned Org, and Type. To the right of the table, an "Add an Approver" link is highlighted with a red box and has a black arrow pointing to it from the text "The header displays the UIC and Org Code(s) of this routing template.".

Find Approver

Last Name	First Name	UIC	Org	Emp Type Filter	Search	Close Window
Cayce	E	Official		Off	Select	

Find Approver

Last Name	First Name	UIC	Org	Emp Type Filter	Search	Close Window
Cayce	E	Official		Off	Select	

Sort: Last Name

<< Previous Page 0 of 0 Next >>

Name	UIC	Org Code	Type
CAYCE, EDGAR	DEMO1/DEMO1	N02/N15	CIVILIAN-APF

(1) records found.

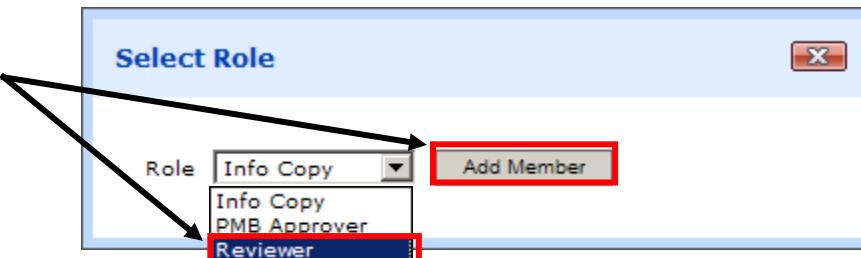
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Creating a Pre-Recruitment Routing Template

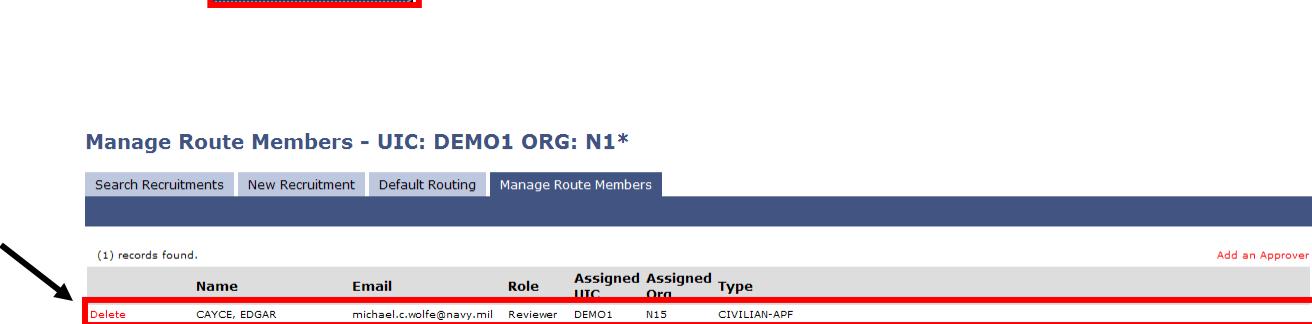
Remember that creating a routing template is not mandatory but it is recommended to route all pre-recruitment requests to those personnel responsible for them.

11. Click the dropdown arrow to select the role for this approver and then click the **Add Member** button.

The name of the approver, their email address, selected role in the routing, Assigned UIC and Org, and employee type now appears in the listing. Click the Delete link to delete this approver from the routing chain.



A screenshot of a 'Select Role' dialog box. It has a 'Role' dropdown menu open, showing 'Info Copy' (selected), 'PMB Approver', and 'Reviewer'. A red box highlights the 'Reviewer' option, and a black arrow points from the text above to this box. To the right of the dropdown is a red-bordered 'Add Member' button.



A screenshot of the 'Manage Route Members - UIC: DEMO1 ORG: N1*' page. At the top, there are tabs for Search Recruitments, New Recruitment, Default Routing, and Manage Route Members. Below the tabs, a message says '(1) records found.' A table lists one record:

Name	Email	Role	Assigned UIC	Assigned Org	Type
CAYCE, EDGAR	michael.c.wolfe@navy.mil	Reviewer	DEMO1	N15	CIVILIAN-APF

An arrow points from the text above to the 'Reviewer' entry in the table. A red box highlights the entire table row.

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12. Repeat steps 8-11 to add other approvers to this routing chain.

Deleting a Pre-Recruitment Routing Template

You can also delete an entire routing chain.

To delete a routing chain:

1. Click the **Delete** link corresponding to the UIC/Org Code(s) of the routing chain you would like to delete.
2. Click OK to delete this routing chain.

Manage Default Routing

Search Recruitments | New Recruitment | Default Routing

Search:
UIC Org Code
DEMO | Search | Add New

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(4) records found.

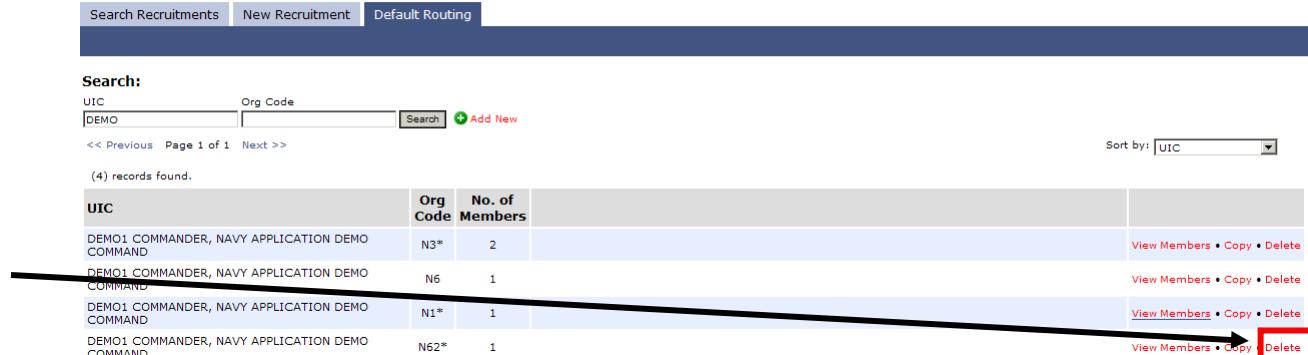
UIC	Org Code	No. of Members	
DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND	N3*	2	View Members • Copy • Delete
DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND	N6	1	View Members • Copy • Delete
DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND	N1*	1	View Members • Copy • Delete
DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND	N62*	1	View Members • Copy Delete

Sort by: UIC

Windows Internet Explorer

Delete this route and all members?

OK Cancel



Manage Default Routing

Search Recruitments | New Recruitment | Default Routing

Search:
UIC Org Code
DEMO | Search | Add New

<< Previous Page 1 of 1 Next >>

(3) records found.

UIC	Org Code	No. of Members	
DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND	N3*	2	View Members • Copy • Delete
DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND	N6	1	View Members • Copy • Delete
DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND	N1*	1	View Members • Copy • Delete

Sort by: UIC



Note: The routing chain for DEMO1 UIC, Org Code N6 has now been deleted.

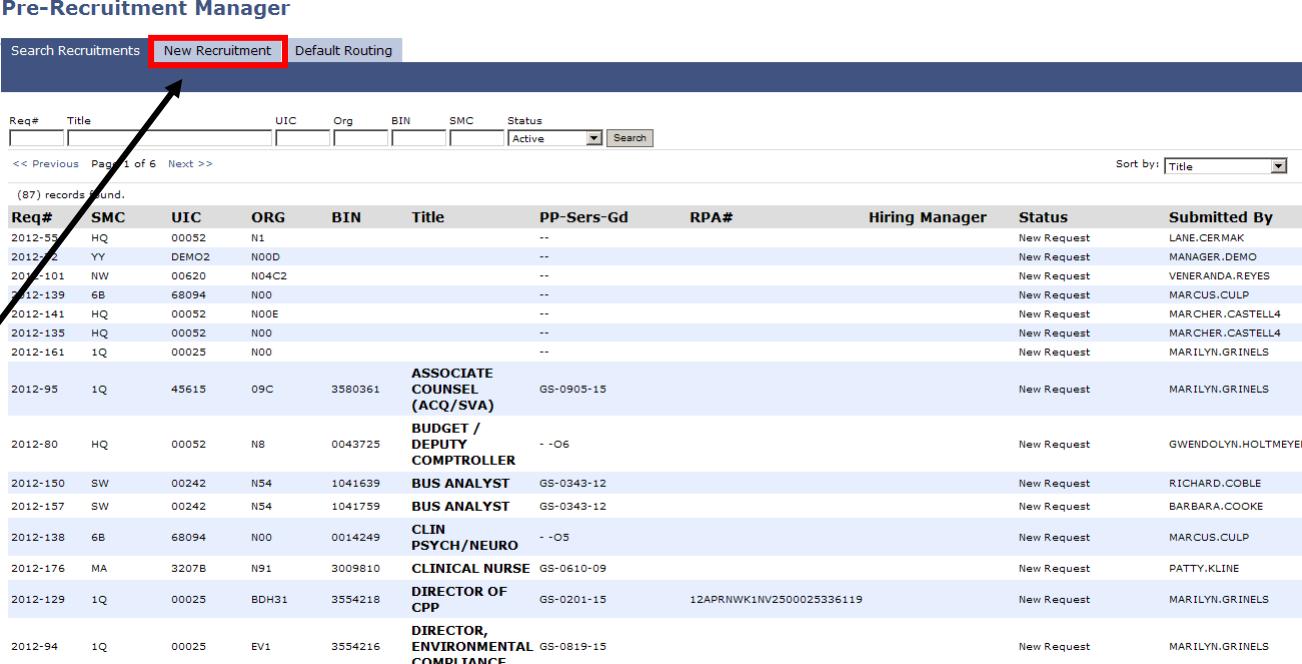
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Initiating a New Pre-Recruitment Request

Pre-recruitment requests can be initiated by users who have the appropriate privileges in TWMS. You can only initiate a pre-recruitment request for positions within your scope of access in TWMS.

To initiate a pre-recruitment request*:

1. Click the **New Recruitment** tab from the Pre-Recruitment Manager main window.



The screenshot shows the 'Pre-Recruitment Manager' application. At the top, there are three tabs: 'Search Recruitments', 'New Recruitment' (which is highlighted with a red box), and 'Default Routing'. Below the tabs is a search bar with fields for Req#, Title, UIC, Org, BIN, SMC, Status (Active), and a 'Search' button. A dropdown menu 'Sort by: Title' is also present. The main area displays a table of recruitment records. The columns include Req#, SMC, UIC, ORG, BIN, Title, PP-Sers-Gd, RPA#, Hiring Manager, Status, and Submitted By. The table shows 87 records found, with page 1 of 6. An arrow points from the 'New Recruitment' tab in the top navigation to the 'Title' column header in the table below.

Req#	SMC	UIC	ORG	BIN	Title	PP-Sers-Gd	RPA#	Hiring Manager	Status	Submitted By
2012-55	HQ	00052	N1			--			New Request	LANE.CERMAK
2012-52	YY	DEMO2	N00D			--			New Request	MANAGER.DEMO
2012-101	NW	00620	N04C2			--			New Request	VENERANDA.REYES
2012-139	6B	68094	N00			--			New Request	MARCUS.CULP
2012-141	HQ	00052	N00E			--			New Request	MARCHER.CASTELL4
2012-135	HQ	00052	N00			--			New Request	MARCHER.CASTELL4
2012-161	1Q	00025	N00			--			New Request	MARILYN.GRINELS
2012-95	1Q	45615	09C	3580361	ASSOCIATE COUNSEL (ACQ/SVA)	GS-0905-15			New Request	MARILYN.GRINELS
2012-80	HQ	00052	N8	0043725	BUDGET / DEPUTY COMPTROLLER	- -06			New Request	GWENDOLYN.HOLTMAYER
2012-150	SW	00242	N54	1041639	BUS ANALYST	GS-0343-12			New Request	RICHARD.COBLE
2012-157	SW	00242	N54	1041759	BUS ANALYST	GS-0343-12			New Request	BARBARA.COKE
2012-138	6B	68094	N00	0014249	CLIN PSYCH/NEURO	- -05			New Request	MARCUS.CULP
2012-176	MA	32078	N91	3009810	CLINICAL NURSE	GS-0610-09			New Request	PATTY.KLINE
2012-129	1Q	00025	BDH31	3554218	DIRECTOR OF CPP	GS-0201-15	12APRNWK1NV2500025336119		New Request	MARILYN.GRINELS
2012-94	1Q	00025	EV1	3554216	DIRECTOR, ENVIRONMENTAL COMPLIANCE	GS-0819-15			New Request	MARILYN.GRINELS

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Initiating a New Pre-Recruitment Request

When initiating a new pre-recruitment request it can be the result from an existing billet/position that has been vacated or from a new position. In most cases it will be from an existing billet/position.

2. Click the **Existing Billet** link.

Create New Recruitment

Search Recruitments New Recruitment Default Routing

Is this recruitment for an existing approved billet/position or for a new requirement?



3. Click the **Select** button to search for the billet linked to this pre-recruitment request.

Select Billet/Position

BIN#

Billet UIC

Billet Org Code

SIC

Cost Center

Cost Code

FTE's 1 .5



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Initiating a New Pre-Recruitment Request

4. Enter the information that will enable you to search for the billet linked to this pre-recruitment request and then click **Search**.
5. Click the row of the BIN in the search results selected name now populates the fields shown to the right. Click the **Submit** button.
6. Enter the remaining information and then click **Next**.

Note for CNIC users only:
Many pre-recruitment requests will exceed the established FTE Cap. If you wish to continue then you must provide a justification for this recruitment. Click Continue to proceed.

Find a Billet

BIN	Billet Title	UIC	Org Code	Series	Grade	Vice Last Name	Vice First Name
DEMO108							

Select Billet/Position

BIN#	Title	PP-SERS-GRD	UIC	Org Code	SIC
DEMO108	HARDWARE SPECIALIST	IG-0301-00	DEMO1		

This recruitment request will exceed the current established FTE Cap for this SIC.

If you wish to proceed with your request and provide a justification, click "Continue", otherwise click "Cancel to exit."

Continue >> **Cancel**

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Completing the Recruitment Request

A new tab, “View/Edit Recruitment”, is now displayed and has six views associated with it separated by tabs. The first tab, Recruitment Details, contains specific fields that are necessary to be completed to start the required timeline for completing this pre-recruitment request ID# is displayed here.

ID# is displayed here.

All views related to this pre-recruitment can be accessed here.

7. Complete the information in this view as required.

Note: Some information in the pre-recruitment request will already be completed.

8. Click Save Changes.

Recruitment Details - FY2012-229 HARDWARE SPECIALIST A new tab is displayed here.

Search Recruitments | New Recruitment | Default Routing | **View/Edit Recruitment**

Recruitment Details | Job Analysis/Assessment Information | Attachments | Notes | Approval Routing | DON Recruit/Fill Request Form

Notice!
This request exceeds FTE CAP.

Status: New Request Effective Date:

Hiring Manager: CAYCE, EDGAR Phone: (504) 555-1212 Email: edgar.cayce@navy.mil

Alt. Hiring Manager: Phone: Email:

Submitted By: MICHAEL WOLFE Phone: 619-532-4365 Email: michael.c.wolfe.ctr@navy.mil Access to Cert?

SME: Phone: Email: Access to Cert?

HR Liason: Phone: Email: Access to Cert?

Type of Action: Establish/Recruit Number of Vacancies: FTE: 1 .5

VICE: GERMANICUS, GAIUS Recruitment Source(s): Unknown

RPA Submitted? Yes No RPA#:

Justification for Position

Incumbent has accepted a position overseas.

Will a Recruitment Bonus be offered? Yes No Range:
Will a Special Salary/Premium Pay be offered? Yes No

Save Changes

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Adding Assessment Information

The second tab allows you to add the type of experience and/or any Selective Placement Factors (SPFs) that should be considered for the pool of candidates selected for this recruitment.

To add specific experience and/or SPFs to the pre-recruitment request:

1. After selecting the pre-recruitment request click the **Job Analysis/Assessment Information** tab.
2. Complete the information as needed and then click **Save Changes**.

Job Analysis/Assessment Information - FY2012-229 HARDWARE SPECIALIST

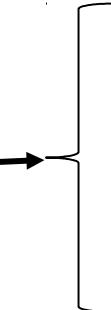
Search Recruitments | New Recruitment | Default Routing | View/Edit Recruitment | **Recruitment Details** | **Job Analysis/Assessment Information** | Attachments | Notes | Approval Routing | DON Recruit/Fill Request Form

All SPF's must be supported by duties in the PD

Review our USA Staffing Assessment Guide for specific information on job analysis and assessment development
<http://www.public.navy.mil/donhr/Employment/HiringReform1/USA%20Staffing%20Assessment%20Development%20Guide.pdf>

1. Provide a short description of general or specialized experience that clearly depicts the experience gained at the next lower grade level.
2. List any Selective Placement Factor(s); and a justification for the SPF.

Save Changes



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Uploading Attachments

The third tab allows you to upload various documents related to this pre-recruitment request. Other users will also be able to upload documents and to view what others have uploaded.

To upload documents for the pre-recruitment request:

1. After selecting the pre-recruitment request click the **Attachments** view.

Recruitment Attachments - FY2012-229 HARDWARE SPECIALIST

Search Recruitments | New Recruitment | Default Routing | View/Edit Recruitment
Recruitment Details | Job Analysis/Assessment Information | **Attachments** | Notes | Approval Routing | DON Recruit/Fill Request Form

Attachment: N6 Org Charts for PMB.ppt | Browse...
Doc Type: Org Chart
Description: Proposed change to org chart.
Upload

2. Browse for the attachment to upload, select the documents type, and provide a brief description.

Recruitment Attachments - FY2012-229 HARDWARE SPECIALIST

Search Recruitments | New Recruitment | Default Routing | View/Edit Recruitment
Recruitment Details | Job Analysis/Assessment Information | **Attachments** | Notes | Approval Routing | DON Recruit/Fill Request Form

Attachment: | Browse...
Doc Type: Current/Proposed PD
Description:
Upload

Attachments

	N6 Org Charts for PMB.ppt	Org Chart	Remove
--	---------------------------	-----------	--------

3. Click **Upload**.

4. The attachment is available for viewing. It can also be removed.

Adding Notes

The fourth tab allows you to add notes related to this pre-recruitment request. Other users will also be able to add their notes and to view what others have written.

To add a note to the pre-recruitment request:

1. After selecting the pre-recruitment request click the **Notes** view.



2. Click the **Add New** link.
3. Enter the text for this note and then click **Add**.



Routing the Recruitment Request

The fifth tab allows you to route the pre-recruitment request to others for informational and/or approval purposes. A routing list can be created here if there isn't a routing template already created for the UIC/Org Code of the billet linked to this pre-recruitment request.

To create an approval routing list for a pre-recruitment request:

After selecting the pre-recruitment request click the **Approval Routing** view.

2. Click the **Add an Approver** link.
3. Enter part of the Last Name and/or First Name and then click **Search**. The more information you provide the faster the search results. Use the other fields to further narrow your search results.

Recruitment Routing - FY2012-229 HARDWARE SPECIALIST

Search Recruitments | New Recruitment | Default Routing | View/Edit Recruitment | **Approval Routing** | DON Recruit/Fill Request Form

Recruitment Details | Job Analysis/Assessment Information | Attachments | Notes | **Approval Routing** | DON Recruit/Fill Request Form

(0) records found.

Name	Email	Role	Assigned UIC	Assigned Org	Type	Response	Date	Digital Signature	Comments
------	-------	------	--------------	--------------	------	----------	------	-------------------	----------

Add an Approver

Find Approver

Last Name	First Name	UIC	Org	Emp Type Filter
Germanicus		Official		Off Select Search Close Window

Sort: Last Name

<< Previous Page 0 of 0 Next >>

Name	UIC	Org Code	Type
GERMANICUS, GAIUS	DEMO1/DEMO1	N60V/NXX	CIVILIAN-APF

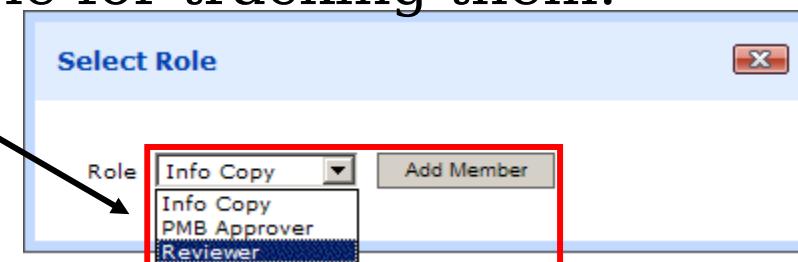
(1) records found.

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Routing the Recruitment Request

After an approver has been added to the routing list then you will select their role. Regardless of whether you choose to use the routing feature for your command's hiring process, it is always a good idea to route these pre-recruitment requests to the employee(s) responsible for tracking them.

5. Select the role for this approver and then click the **Add Member** button.



The name of the approver, their email address, selected role in the routing, Assigned UIC and Org, and employee type now appears in the listing.

Information related to this approver can also be edited or the approver can be deleted from the routing list.
Repeat steps 2-5 to add other approvers for this pre-recruitment request.

Name	Email	Role	Assigned UIC	Assigned Org	Type	Response	Date	Digital Signature	Comments
GERMANICUS, GAIUS	gaius.germanicus@navy.mil	Reviewer	DEMO1	NXX	CIVILIAN-APF	No Response			

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- 6.